







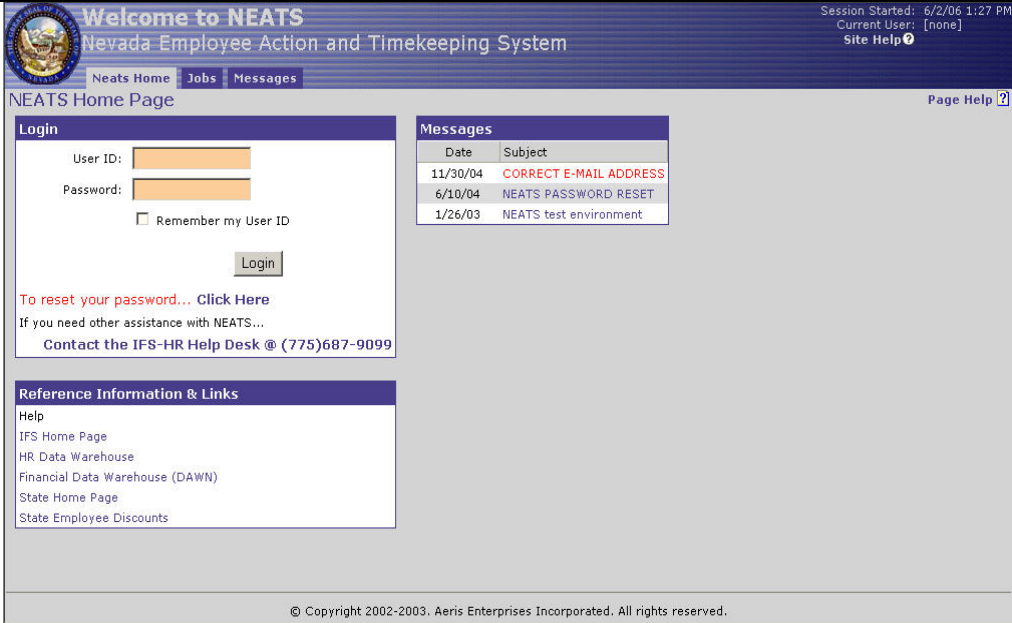
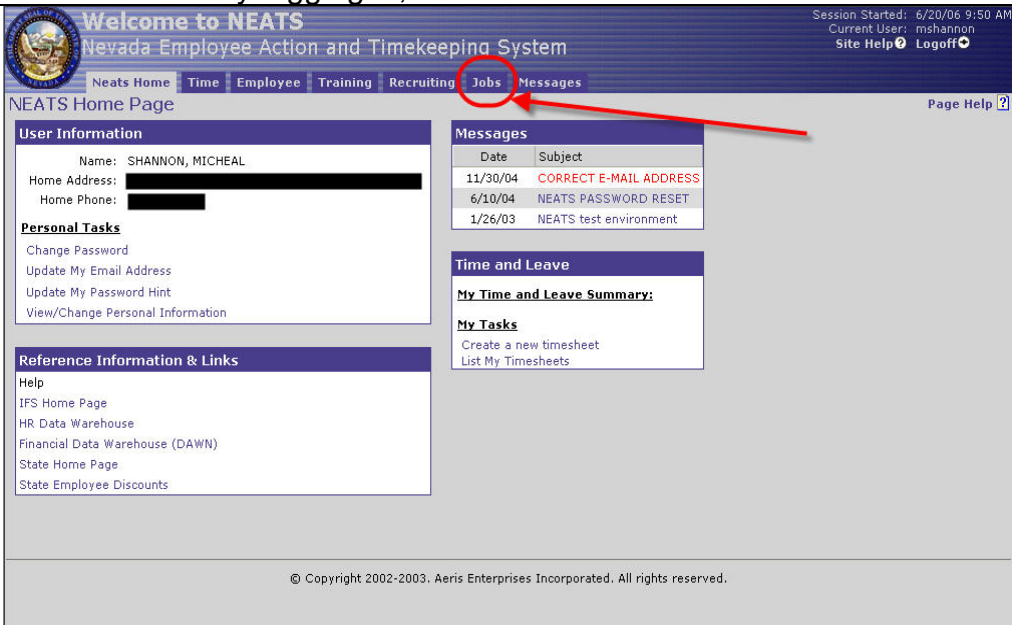
Procedure		Registering and Completing the Applicant Profile - For Current State Employees
Purpose		The purpose of this procedure is to outline the steps necessary for current state employees to complete their applicant profile in the NEATS online recruitment system.
Timing		N/A
Associated Regulations		
Associated Procedures		


The applicant profile functions as the placeholder for information about an individual applicant. In this area, users can complete and store information regarding their demographics, education, experience, skills and other data necessary for consideration for state employment. The process for current state employees is outlined below.

### Important Notes and Reminders

- When filling out the applicant profile, do **not** use the  or  button(s) in the Internet browser to refresh or return to a previous screen. Use the  button to avoid inadvertently losing your information.
- In order to avoid losing your work, select  if you'd like to save the information you've input or if you'd like to return later to finish at another time.
- Wherever it appears, you may use the  button to check the spelling of the text.
- Click on  to get assistance information on any particular page.

## Registering and Completing the Applicant Profile - For Current State Employees

Step	Description
1.	<p>Login to the Nevada Employee Action &amp; Timekeeping System (NEATS) (<a href="https://neats.state.nv.us/NEATS/admin/Home.aep">https://neats.state.nv.us/NEATS/admin/Home.aep</a>) using your User ID and password. For assistance with your User ID and password, please contact the IFS Help Desk at (775) 687-9099.</p>
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2.	<p>After successfully logging in, click on the “Jobs” Tab.</p>
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3	<p>The Jobs tab is the appropriate place to build your applicant profile.</p>



# Welcome to NEATS

## Nevada Employee Action and Timekeeping System

Session Started: 7/26/06 2:41 PM  
 Current User: mshannon  
[Site Help](#) [Logoff](#)

[Neats Home](#) [Time](#) [Employee](#) [Training](#) [Recruiting](#) [Jobs](#) [Messages](#)

### Applicant Home

#### Menu

- [View My Profile](#)
- [Applicant Home](#)
- [Job Search Home](#)

#### Browse Recruitments by Occupational Group

- AGRICULTURE & CONSERVATION
- CLERICAL & RELATED SERVICES
- DOMESTIC SERVICES
- EDUCATION
- ENGINEERING & ALLIED
- FISCAL MANAGEMENT & STAFF SERVICES
- LIBRARY & ARCHIVES
- MECHANICAL & CONSTRUCTION TRADES
- MEDICAL, HEALTH & RELATED SVCS
- REGULATORY & PUBLIC SAFETY
- SOCIAL SERVICES & REHABILITATION
- UNCLASSIFIED ANNOUNCEMENTS

#### Applications:

Recruitment ID	Class	Description	Status	Submit Date	Close Date	Action
320	11.425	DMV SERVICES TECHNICIAN 2	Pending Verification	07/11/2006	08/11/2006	Withdraw...
269	02.211	ADMIN ASSISTANT 3	Hired	07/11/2006	08/11/2006	Withdraw...
280	01.819	FIREFIGHTER 2	Pending Verification	07/25/2006		Withdraw...

#### Saved Job Searches:


Search Name	Last Viewed	Email Notification	Action
Analyst - Statewide	06/26/2006	Yes	Delete

[Search for More Jobs](#)

Page Help

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4. Click on the "View My Profile" link under the "My Account" heading.



# Welcome to NEATS

## Nevada Employee Action and Timekeeping System

Session Started: 7/26/06 2:41 PM  
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[Site Help](#) [Logoff](#)

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### Applicant Home

#### Menu

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269	02.211	ADMIN ASSISTANT 3	Hired	07/11/2006	08/11/2006	Withdraw...
280	01.819	FIREFIGHTER 2	Pending Verification	07/25/2006		Withdraw...

#### Saved Job Searches:

Search Name	Last Viewed	Email Notification	Action
Analyst - Statewide	06/26/2006	Yes	Delete

[Search for More Jobs](#)

Page Help

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5. The Applicant Profile page will appear and seven tabs will be shown. The default tab is the Contact Information Tab

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 6/20/06 9:50 AM  
Current User: mshannon  
Site Help Logoff

Neats Home Time Employee Training Recruiting Jobs Messages

**Applicant Profile** Page Help ?

**Contact Information** Other Information Employment History Education/Training Licenses Skills EEO Accommodations Availability Attachments

\* Required Field

Name:  
First\*: MICHEAL Middle: L.  
Last\*: SHANNON

Address:  
Address 1\*: [REDACTED] Address 2: [REDACTED]  
City\*: [REDACTED] State\*: NV Zip\*: 89403 -

Contact Information:  
Please provide your phone and email contact information. Email address and at least one phone number are required. If you do not have an email address you may enter "None."

Home Phone: [REDACTED] Other Phone: [REDACTED]  
Work Phone: [REDACTED] Email\*: mshannon@dop.nv.gov  
Preferred Method of Contact: Email

Next >> Save Submit Cancel

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6. The Contact Information tab displays information such as Name, Address, phone numbers and email address. Since you are a current state employee, this information was inferred from existing data in the Employee Tab in NEATS. If your name or address is wrong, click on the Employee Tab to make any corrections.

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 6/20/06 9:50 AM  
Current User: mshannon  
Site Help Logoff

Neats Home Time **Employee** Training Recruiting Jobs Messages

**Applicant Profile** Page Help ?

**Contact Information** Other Information Employment History Education/Training Licenses Skills EEO Accommodations Availability Attachments

\* Required Field

Name:  
First\*: MICHEAL Middle: L.  
Last\*: SHANNON

Address:  
Address 1\*: [REDACTED] Address 2: [REDACTED]  
City\*: [REDACTED] State\*: NV Zip\*: 89403 -

Contact Information:  
Please provide your phone and email contact information. Email address and at least one phone number are required. If you do not have an email address you may enter "None."

Home Phone: [REDACTED] Other Phone: [REDACTED]  
Work Phone: [REDACTED] Email\*: mshannon@dop.nv.gov  
Preferred Method of Contact: Email

Next >> Save Submit Cancel

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7. Make any corrections and click **Update**.

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 6/20/06 9:50 AM  
Current User: mshannon  
Site Help Logoff

Neats Home Time Employee Training Recruiting Jobs Messages

**Employee Data Task Bar**  
Personal Tasks  
View/Edit Employee Data  
View/Edit Emergency Contacts  
View/Edit Beneficiary Information

**Employee Data** Page Help ?

**Employee Name**  
Prefix: [v] First: MICHEAL Middle: L Last: SHANNON Suffix: [v]

**Home Address** ☐ Keep My Home Address Confidential  
Address: [REDACTED]  
City: [REDACTED] State: NEVADA Zip: [REDACTED]  
Phone: [REDACTED] County: [REDACTED]

**Mailing Address**  
Address: [REDACTED]  
City: [REDACTED] State: [REDACTED] Zip: [REDACTED]  
County: [REDACTED]

**Other Attributes**  
Email: mshannon@dop.nv.gov  
Citizenship: Natural Citizen  
Gender: ☒ Male ☐ Female  
Marital Status: Single  
Update Cancel

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8. Return to the Jobs Tab and click "View My Profile".

9. It is very important that your profile have accurate contact information. Ensure that the fields for the phone numbers and email address are correct. Again, if this information is already stored in NEATS, it will automatically appear. Specify the Preferred Method of Contact by making the appropriate selection in the drop down menu.

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 6/20/06 9:50 AM  
Current User: mshannon  
Site Help Logoff

Neats Home Time Employee Training Recruiting Jobs Messages

**Applicant Profile** Page Help ?

Contact Information Other Information Employment History Education/Training Licenses Skills EEO Accommodations Availability Attachments

\* Required Field

Name:  
First\*: MICHEAL Middle: L  
Last\*: SHANNON

Address:  
Address 1\*: [REDACTED] Address 2: [REDACTED]  
City\*: [REDACTED] State\*: NV Zip\*: 89403 -

Contact Information:  
Please provide your phone and email contact information. Email address and at least one phone number are required. If you do not have an email address you may enter "None."

Home Phone: [REDACTED] Other Phone: [REDACTED]  
Work Phone: [REDACTED] Email\*: mshannon@dop.nv.gov

Preferred Method of Contact: Email [v]

Next>> Save Submit Cancel

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10. Click **Next>>** to go to the next Page or **Save** to store your profile.

11. The next tab in the sequence is the "Other Information" tab. This tab displays information required regarding veteran's status, search and rescue membership and criminal convictions.

	<div><div>Applicant Profile</div><div>Page Help ?</div></div> <div><div>Contact Information</div><div>Other Information</div><div>Employment History</div><div>Education/ Training</div><div>Licenses</div><div>Skills</div><div>EEO</div><div>Accommodations</div><div>Availability</div><div>Attachments</div></div> <div><div><b>Veteran Status:</b> Proof required no later than the final testing. If the examination is a training and experience evaluation, proof must be submitted by close of filing period (See Instructions).</div><div><div>Veteran or the widow of veteran:</div><div><input type="radio"/> Yes</div><div><input checked="" type="radio"/> No</div></div><div><div>Disabled veteran:</div><div><input type="radio"/> Yes</div><div><input checked="" type="radio"/> No</div></div><div><div><b>Member of:</b> Disclosure required by State Law NRS414.50</div><div><div>Are you a member of Sheriff's Search and Rescue or Rescue Unit of Civil Air Patrol?</div><div><input type="radio"/> Yes</div><div><input checked="" type="radio"/> No</div></div></div><div><div><b>Criminal Convictions / Traffic Violations:</b></div><div><div>Have you ever been convicted of a misdemeanor, gross misdemeanor or felony?</div><div><input type="radio"/> Yes</div><div><input checked="" type="radio"/> No</div></div><div><div>Have you been convicted of a moving traffic violation withing the last 5 years?</div><div><input type="radio"/> Yes</div><div><input checked="" type="radio"/> No</div></div></div><div><div>If yes, PROVIDE STATEMENT below (See Instructions)</div><div><div></div></div></div><div><div>&lt;&lt; Previous</div><div>Next &gt;&gt;</div><div>Save</div><div>Submit</div><div>Cancel</div></div></div>
12.	<p>Answer all of the questions by selecting the “Yes” or “No” radio button. If you answer “Yes” to either one of the Criminal Convictions/Traffic Violation question, you must provide a statement in the text box at the bottom of the page. Once finished, click <b>Next&gt;&gt;</b> to go to the next tab or <b>&lt;&lt; Previous</b> to go back.</p>
13.	<p>The Employment History tab allows users to add employment experience.</p>
	<div><div>Applicant Profile</div><div>Page Help ?</div></div> <div><div>Contact Information</div><div>Other Information</div><div>Employment History</div><div>Education/ Training</div><div>Licenses</div><div>Skills</div><div>EEO</div><div>Accommodations</div><div>Availability</div><div>Attachments</div></div> <div><div><b>Employment History:</b></div><div><div>Action</div><div>From</div><div>To</div><div>Employer</div><div>Title</div><div>Total</div><div>FTE</div></div><div><div><div>+</div></div> Add New Employment Item...</div></div> <div><div>&lt;&lt; Previous</div><div>Next &gt;&gt;</div><div>Save</div><div>Submit</div><div>Cancel</div></div>
14.	<p>Click on the <b>+</b> Add New Employment Item... to go to the Employment Detail screen.</p>
15.	<p>The Employment detail screen has field for capturing data about specific blocks of experience, such as starting and ending dates.</p>



	Employer Name, Title, Major duties, etc. Complete all of the requested information (keeping in mind the field(s) denoted with an asterisk, which are required)						
	<div><div>Employment</div><div>Page Help ?</div><div>* Required Field</div><div>Are you currently employed at this job: <input type="radio"/> Yes <input checked="" type="radio"/> No</div><div>If you are currently employed at this job you may leave the "To" date blank or you may enter a planned termination date.</div><div>From*: <input type="text"/> <input type="button" value=""/></div><div>mm/dd/yyyy</div><div>To*: <input type="text"/> <input type="button" value=""/></div><div>mm/dd/yyyy</div><div>Employer*: <input type="text"/></div><div>Job Title*: <input type="text"/></div><div>Location: <input type="text"/></div><div>Supervisor: <input type="text"/></div><div>Supervisor Title: <input type="text"/></div><div>Phone: <input type="text"/></div><div>Hours Per Week*: <input type="text"/> 0.0</div><div>Last Monthly Salary*: <input type="text"/> 0.00</div><div>Reason For Leaving*: <input type="text"/></div><div>Number and Titles of People Supervised: <input type="text"/></div><div>List the major duties that you performed as part of this job. List between 1 and 10 major duties. The percentage of time spent on each should add to 100%.</div><div><table><thead><tr><th>Action</th><th>Description of Duty</th><th>%</th></tr></thead><tbody><tr><td></td><td></td><td>Total % 0</td></tr></tbody></table><div><input type="button" value="+"/> Add New Employment Duty Item...</div></div><div><input type="button" value="Apply"/> <input type="button" value="Cancel"/></div></div>	Action	Description of Duty	%			Total % 0
Action	Description of Duty	%					
		Total % 0					
16.	<p>A crucial part of the employment history information is the duties that were performed. To add major duties, select the <input type="button" value="+"/> Add New Employment Duty Item... link to go to the Employment Duty detail page.</p>						
	<div><div>Employment Duty</div><div>Page Help ?</div><div>* Required Field</div><div>Activity*: <input type="text"/></div><div>Percent of Time Spent on this activity *: <input type="text"/> 0</div><div><input type="button" value="Apply"/> <input type="button" value="Apply &amp; Add Another"/> <input type="button" value="Cancel"/></div></div>						
17.	<p>At this page, describe the duty performed in the “Activity:” field and indicate the percentage of time. (Note: You do not need to include the “%” sign when typing in the number.) Click <input type="button" value="Apply"/> or <input type="button" value="Apply &amp; Add Another"/> to add more duties. Repeat the process until</p>						

you've reached duties that total 100%. If the duties do not add up to 100%, a message will appear indicating as such.

Employment

Page Help ?

\* Required Field

Are you currently employed at this job: ☐ Yes ☒ No

If you are currently employed at this job you may leave the "To" date blank or you may enter a planned termination date.

From\*: 09/07/2004 To\*: 05/15/2006

mm/dd/yyyy mm/dd/yyyy

Employer\*: State of Nevada - Department of Personnel

Job Title\*: Personnel Analyst I (Underfill of a Personnel Analyst) Location: Carson City, Nevada

Supervisor\*:

Supervisor Title\*: Supervisory Personnel Analyst Phone:

Hours Per Week\*: 40.0 Last Monthly Salary\*:

Reason For Leaving\*: N/A

Number and Titles of People Supervised:

List the major duties that you performed as part of this job. List between 1 and 10 major duties. The percentage of time spent on each should add to 100%.

Action	Description of Duty	%
<input checked="" type="checkbox"/>	Recruitment	40
<input checked="" type="checkbox"/>	Classification	40
<input checked="" type="checkbox"/>	Special Projects	20
		Total % 100
<input checked="" type="checkbox"/>	Add New Employment Duty Item...	

Apply

Cancel

18. When you are finished completing the duties and the rest of the required information, click **Apply** to add the block of experience to the applicant profile. Repeat the process of adding experience until you've covered your work history. Note: If you add blocks of employment and the dates overlap, a message saying **Warning -- Employment Dates Overlap** will appear. Review your entries to make sure they are correct. If the dates are correct (i.e. working one full time and one part time job simultaneously), then disregard the message. Click **Next>>** to go to the Education/Training tab.

19. The Education and Training tab allows applicants to list the level of education attained as well as specify relevant college coursework.



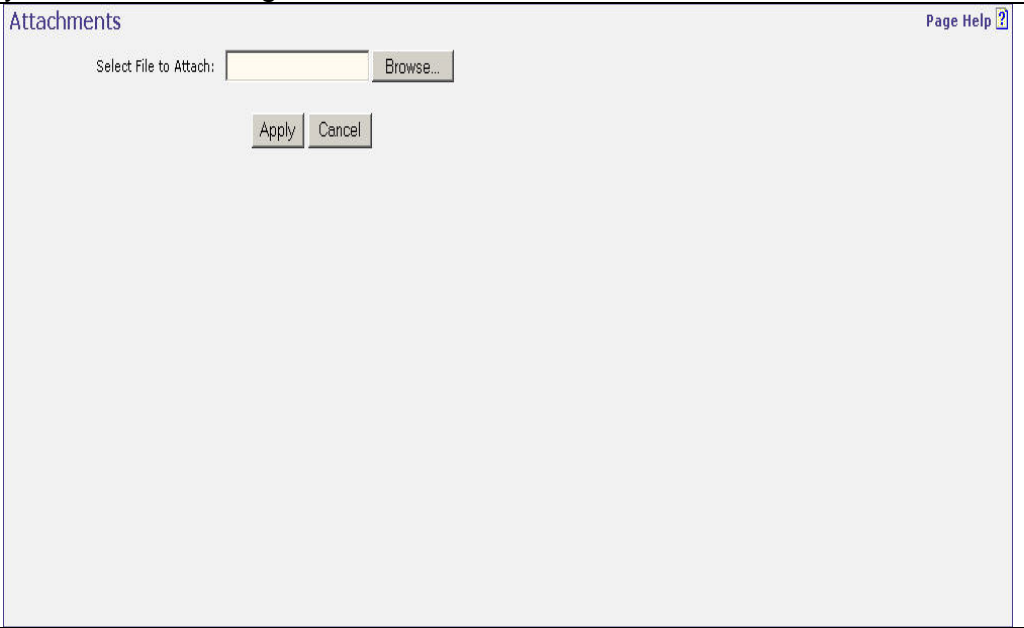

	<div><div>Applicant Profile</div><div><div>Contact Information</div><div>Other Information</div><div>Employment History</div><div>Education/ Training</div><div>Licenses</div><div>Skills</div><div>EEO</div><div>Accommodations</div><div>Availability</div><div>Attachments</div></div><div><div>High School:</div><div>High School Diploma or Equivalent Completed: <div>High School Diploma</div></div><div><div>College, University, or Professional School:</div><div>If you have college credits but have not yet graduated with a degree please enter your college courses in second grid box below.</div><div><div>Action</div><div>Degree</div><div>Major</div><div>Date Issued</div><div>Institution</div></div><div><div>✖</div><div>Bachelor of Science (BS)</div><div>Psychology</div><div>12/20/2002</div><div></div></div><div><div>+</div><div>Add New Education Item...</div></div></div><div><div>Business, Correspondence, Trade, Technical, Vocational School or College:</div><div>NOTE: DO NOT include any and all classes you have taken. This area is intended for those who have not yet graduated or have college credit.</div><div><div>Action</div><div>Class Title</div><div>Institution</div><div>Date Complete</div><div>Class Hours</div><div>Cert</div><div>Semester Credits</div><div>Quarter Credits</div></div><div><div>+</div><div>Add New Training Item...</div></div></div><div><div>&lt;&lt; Previous</div><div>Next &gt;&gt;</div><div>Save</div><div>Submit</div><div>Cancel</div></div></div></div>
20.	For the “High School” portion, select an option from the drop down menu.
21.	If you have a completed a college degree click <div><div>+</div><div>Add New Education Item...</div></div> to add this item. (Note: If you have not completed a degree but have college credit, use the Training Item option explained below).
	<div><div>Education</div><div>Page Help ?</div></div> <div><div>* Required Field</div><div>Is this degree still in progress: <div><div>Yes</div><div>No</div></div></div><div><div>If this degree is still in progress you may leave the Date Issued and End Date blank or you may enter dates that you anticipate completion. If you specify "Other" for Degree please clarify using the Notes field below.</div><div><div>Degree*: <div>Associate Degree</div></div><div>Date Issued*: <div></div></div><div>Major*: <div></div></div><div>Minor: <div></div></div><div>Institution*: <div></div></div><div>Location*: <div></div></div><div>From*: <div></div></div><div>To*: <div></div></div><div>Notes: <div></div></div></div><div><div>Apply</div><div>Cancel</div></div></div></div>
22.	Complete all of the requested fields while following any onscreen instructions. When finished, click <div>Apply</div> to add the degree or <div>Cancel</div> to stop.
23.	To add college courses or specific training taken (outside of State Training classes) click on <div><div>+</div><div>Add New Training Item...</div></div>

	<div><div>Training</div><div>Page Help ?</div></div> <div><div>* Required Field</div><div>Enter the details of your training. If you are in the process of working towards a degree, use this form to enter a single item that indicates the title of the program in which you are enrolled, and how many credits you have accumulated to date.</div><div><div>Title of Program, Class or Subject Completed*:</div><div></div></div><div><div>Institution*:</div><div></div></div><div><div>Location*:</div><div></div></div><div><div>Total Class Hours*:</div><div>0.0</div><div>Date Completed*:</div><div></div></div><div><div>Certification Received:</div><div><input type="radio"/> Yes <input checked="" type="radio"/> No</div></div><div><div>For college classes, please provide one of the following:</div><div><div>Number of Semester Credits:</div><div>0</div></div><div><div>- OR -</div></div><div><div>Number of Quarter Credits:</div><div>0</div></div></div><div><div>Apply</div><div>Cancel</div></div></div>																		
24.	Complete all of the requested fields while following any onscreen instructions. When finished, click <div>Apply</div> to add the degree or <div>Cancel</div> to stop.																		
25.	Once you have added all of the education and training items and have returned to the “Education/Training” tab, click <div>Next&gt;&gt;</div> to go to the next tab, <div>&lt;&lt; Previous</div> to go back or <div>Save</div> to store your work thus far.																		
26.	The Licenses tab holds information regarding driver’s license and professional license and certifications (social worker, nurse, etc.)																		
	<div><div>Applicant Profile</div><div>Page Help ?</div></div> <div><div>Contact Information</div><div>Other Information</div><div>Employment History</div><div>Education/ Training</div><div>Licenses</div><div>Skills</div><div>EEO</div><div>Accommodations</div><div>Availability</div><div>Attachments</div></div> <div><div>Driver’s License</div><div>Do you have a current Driver’s License? <input checked="" type="radio"/> Yes <input type="radio"/> No</div><div><div>State:</div><div>NEVADA</div></div><div><div>Class:</div><div>C</div><div>Expiration:</div><div>12/17/2006</div></div><div><div>Professional License / Certification / Registration:</div><table><tr><th>Action</th><th>Title</th><th>Number</th><th>Issuing Board</th><th>State</th><th>Expires</th></tr><tr><td></td><td>Professional in Human Resources - PHR</td><td>0001</td><td>HRCI</td><td>VA</td><td>09/07/2008</td></tr><tr><td></td><td colspan="5">Add New License Item...</td></tr></table></div></div> <div><div>&lt;&lt; Previous</div><div>Next &gt;&gt;</div><div>Save</div><div>Submit</div><div>Cancel</div></div>	Action	Title	Number	Issuing Board	State	Expires		Professional in Human Resources - PHR	0001	HRCI	VA	09/07/2008		Add New License Item...				
Action	Title	Number	Issuing Board	State	Expires														
	Professional in Human Resources - PHR	0001	HRCI	VA	09/07/2008														
	Add New License Item...																		
27.	Complete the fields regarding driver’s license information. Proceed to the Professional License/Certification/Registration portion if you possess one. Click on <div> Add New License Item...</div> to go to the License																		



	tab, << Previous to go back or Save to store your work thus far.
32.	The next tab is the EEO tab that stores information the department collects for Equal Employment Opportunity purposes. This tab is completely voluntary.
	<div> <div>Applicant Profile</div> <div> <div>Contact Information</div> <div>Other Information</div> <div>Employment History</div> <div>Education/ Training</div> <div>Licenses</div> <div>Skills</div> <div>EEO</div> <div>Accommodations</div> <div>Availability</div> <div>Attachments</div> </div> <div> <div>Page Help ?</div> </div> </div> <div> <div>Employment Questionnaire</div> <div> <p>The following information will be used by the Nevada State Department of Personnel for research and statistical purposes only. Federal and State laws make it unlawful to discriminate in employment on the basis of race, color, religion, sex, national origin, handicap, or age. Your participation is voluntary and would be greatly appreciated. This information will be kept separate and confidential and will not be used to make any employment decision.</p> <p>Choose one ethnic group with which you most identify:</p> <p><input type="radio"/> Black (Not of Hispanic origin: All persons having origins in any of the Black racial groups)</p> <p><input type="radio"/> Asian/Pacific Islander (All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.)</p> <p><input type="radio"/> Hispanic (All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.)</p> <p><input type="radio"/> Native American (All persons having origins in any of the original peoples of North America and who maintain cultural identification through a tribal affiliation or community recognition.)</p> <p><input type="radio"/> White (Not of Hispanic origin: All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.)</p> <p><input type="radio"/> Other (All persons not matching one of the other choices.)</p> <p>Date of Birth: <input type="text"/></p> <p>Sex : <input type="radio"/> Male <input type="radio"/> Female</p> </div> <div> <div>&lt;&lt; Previous</div> <div>Next &gt;&gt;</div> <div>Save</div> <div>Submit</div> <div>Cancel</div> </div> </div>
33.	Click Next>> to go to the next tab, << Previous to go back or Save to store your work.
34.	The Accommodations tab provides the opportunity to specify any reasonable accommodations that applicants may require. Select Yes or No and type a description if necessary.
	<div> <div>Applicant Profile</div> <div> <div>Contact Information</div> <div>Other Information</div> <div>Employment History</div> <div>Education/ Training</div> <div>Licenses</div> <div>Skills</div> <div>EEO</div> <div>Accommodations</div> <div>Availability</div> <div>Attachments</div> </div> <div> <div>Page Help ?</div> </div> </div> <div> <div>Do you need an accommodation in the application or testing process for the job for which you are applying for any disability you may have? (It is not necessary that you describe or identify the disability.)</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> <div> <div>If yes, please describe the type of accommodation required:</div> <div> <input type="text"/> </div> </div> <div> <div>&lt;&lt; Previous</div> <div>Next &gt;&gt;</div> <div>Save</div> <div>Submit</div> <div>Cancel</div> </div> </div>
35.	Click Next>> to go to the next tab, << Previous to go back or

	<div>Save</div> to store your work.
36.	The Availability tab captures information about the types of work an applicant will accept, date available for employment, willingness to travel and suitable geographic locations.
37.	Complete the information by checking the appropriate boxes then click <div>Next&gt;&gt;</div> to go to the next tab, <div>&lt;&lt; Previous</div> to go back or <div>Save</div> to store your work.
38.	The Attachments tab allows users to attach electronic copies of documents that are necessary for an application, such as school transcripts, licenses and proof of veteran's status.
39.	To add an attachment click on <a href="#">Add New Attachment...</a> . This will bring

	you to the following screen.
	
40.	Select <b>Browse...</b> and locate the file you wish to upload. Once located, click <b>Apply</b> to add the file to your profile or <b>Cancel</b> to cease the process.
41.	Once you have returned to the Attachment tab, make sure you have attached all of the necessary files for your profile.
42.	<p>At this time, review all of the tabs to ensure you have completed all of the required information. If you are satisfied, click the <b>Submit</b> button. If everything required has been completed, this message -</p> <p><b>Congratulations! You have completed your Profile. You can return at any time to update or add information.</b> If the profile is incomplete this message -</p> <p><b>Your submission contained errors. Affected tabs are marked with a  icon. Please review and correct any errors and then resubmit.</b> -</p> <p>will appear. If there are errors, click on the tab and follow the instructions on how to fix them.</p>
43.	Once completed, you may return and update your profile at any time by logging into NEATS.